

# CONTINUITY OF OPERATIONS PLAN

Date: \_\_\_\_\_

## Maycomb County Trial Courts\*

*\*A fictional court and court staff*

1

### PLAN ACTIVATION

Page  
2

2

### CONTACT LISTS

Page  
7

3

### FUNCTIONS

Page  
10

4

### RECOVERY CHECKLISTS

Page  
14



### APPENDICES

Page  
21



# 1

## PLAN ACTIVATION

### ***THIS SECTION CONTAINS...***

team rosters and checklists  
to assist in activating the plan by:

#### **1. ASSESSING THE SITUATION**

*(what happened and how does it impact your functions)*

#### **2. MAKING DECISIONS**

*(how will you respond to the situation)*

#### **3. INITIATING RECOVERY OF IMPACTED FUNCTIONS**

A

Activation Authorization

Page  
3

B

Activation Notification Checklist

Page  
4

C

Line of Succession &  
Plan Activation Team

Page  
5

D

Plan Activation  
Meeting Checklist

Page  
6

**A**

## Activation Authorization

**If this plan needs to be activated,  
YOU MUST contact one of the following individuals for authorization:**

TITLE	NAME
Circuit Court Judge	Atticus Finch
Superior Court Judge	Calpurnia Tate
Clerk	Arthur Radley

**SEE**

Internal Contact List

**FOR PHONE NUMBERS AND EMAIL ADDRESSES**

Any changes, questions or other requests regarding this document should be directed to:

Name	POSITION	EMAIL	PHONE
Arthur Radley	Clerk	<a href="mailto:arthur.radley@maycomb.com">arthur.radley@maycomb.com</a>	101.555.2846

**B**

## Activation Notification Checklist

**YOU MUST COMPLETE THE FOLLOWING TASKS TO INITIATE ACTIVATION OF THIS PLAN**

**TASK****STEP 1**

**PREPARE** the following information for the State Emergency Operation Center:

Your **NAME**:

The name of this **PLAN**:

***Maycomb County Trial Courts***

A **BRIEF SUMMARY OF THE EVENT** that requires activation of this Plan:

Your **PRIMARY PHONE NUMBER**:

& Your **SECONDARY PHONE NUMBER**:

The **NAME OF AN ALTERNATE CONTACT** for this Plan:

Alternate's **PRIMARY PHONE NUMBER**:

& Alternate's **SECONDARY PHONE NUMBER**:

**STEP 2**

**CALL** the State Emergency Operation Center at: **800-XXX-XXXX (OPTION 1)**

*Tell the attendant you are activating a **CONTINUITY PLAN of the INDIANA COURTS** and provide the information above.*

**STEP 3**

**DETERMINE** the **PLAN ACTIVATION MANAGER** according to the **LINE OF SUCCESSION**

**STEP 4**

**CONVENE** the **PLAN ACTIVATION TEAM**

**UPON COMPLETION, RETAIN THIS CHECKLIST WITH OTHER PLAN DOCUMENTS**

C

## Line of Succession & Plan Activation Team

The highest level available & able individual on the following list will be the **PLAN ACTIVATION MANAGER**


**PLACE A CHECK BY ONLY ONE NAME**

	TITLE	NAME
<input type="checkbox"/>	Circuit Court Judge	Atticus Finch
<input type="checkbox"/>	Superior Court Judge	Calpurnia Tate

## PLAN ACTIVATION TEAM ROSTER

The following individuals will assist the Plan Activation Manager to assess impact and activate the plan.

**PLACE A CHECK BY NAMES OF ALL INDIVIDUALS PRESENT**

TEAM ROLE	<input checked="" type="checkbox"/>	PRIMARY NAME		ALTERNATE
Clerk	<input type="checkbox"/>	Arthur Radley	<input type="checkbox"/>	Tom Robinson
Superior Court Administrator	<input type="checkbox"/>	Charles Baker Harris	<input type="checkbox"/>	Maudie Atkinson
Circuit Court Administrator	<input type="checkbox"/>	Scout Finch	<input type="checkbox"/>	Bob Ewell
Information Technology Director	<input type="checkbox"/>	Jem Finch	<input type="checkbox"/>	Mayella Violet Ewell
Probation	<input type="checkbox"/>	Alexandra Hancock	<input type="checkbox"/>	Nathan Radley
Court Reporter	<input type="checkbox"/>	David Robinson	<input type="checkbox"/>	Walter Cunningham
Bailiff	<input type="checkbox"/>	Heck Tate		Helen Robinson

**SEE INTERNAL CONTACT LIST FOR PHONE NUMBERS AND EMAIL ADDRESSES**

D

## Plan Activation Checklist

TO BE COMPLETED BY THE PLAN ACTIVATION MANAGER WITH THE SUPPORT OF THE PLAN ACTIVATION TEAM



TASK

**STEP 1** ☐ **APPOINT SCRIBE**

Be sure to record meeting decisions and tasks designated under each STEP by:

**STEP 2** ☐ **ASSESS SITUATION** **Scribe:**  
Situation  
Details

Review the situation that prompted activation of the plan and ask members of the Plan Activation Team to report any additional details they are aware of.

Be sure to discuss the status of the following, as applicable:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Staff Safety &amp; Availability</b>                     | <input type="checkbox"/> <b>Communications</b> - email, phones, website |
| <input type="checkbox"/> <b>Technology</b> - office PCs, servers, network, software | <input type="checkbox"/> <b>Vendors / Contractors</b>                   |
| <input type="checkbox"/> <b>Facilities</b> - couthouse, etc                         | <input type="checkbox"/> <b>Other Gov't / Non-Gov't Agencies</b>        |

**STEP 3** ☐ **DETERMINE NEED FOR IMMEDIATE EXTERNAL COMMUNICATION** **Scribe:**  
Content,  
Format and  
Responsible  
Party

Is immediate communication to any of the following necessary prior to continuing plan activation?

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Employees</b>                        | <input type="checkbox"/> <b>Supreme Court</b>                 |
| <input type="checkbox"/> <b>General Public</b>                   | <input type="checkbox"/> <b>Vendors / Contractors</b>         |
| <input type="checkbox"/> <b>Other Gov't / Non-Gov't Agencies</b> | <input type="checkbox"/> <b>State / Local Bar Association</b> |

**IF YES, for each applicable audience:**

- ☐ Develop the content for any necessary communication
- ☐ Determine the format and method for distribution (*phone, email, website, news media, etc*)
- ☐ Assign parties responsible for delivering the communication(s)

**STEP 4** ☐ **ASSESS IMPACT TO ESSENTIAL FUNCTIONS** **Scribe:**  
Impacted  
FunctionsAsk each member of the Plan Activation Team to review the functions for which they are responsible on the **1 DAY and 1 WEEK FUNCTIONS** and summarize to the group any functions that are impacted and how.**STEP 5** ☐ **DETERMINE RECOVERY PRIORITY OF IMPACTED FUNCTIONS** **Scribe:**  
Priority of  
Impacted  
FunctionsLead a group review of the **FUNCTIONS** to determine if the recovery priority of impacted functions needs to be revised.**STEP 6** ☐ **DEVELOP INITIAL PLAN OF ACTION FOR RECOVERING IMPACTED FUNCTIONS** **Scribe:**  
Contact and  
resource  
assignments

- ☐ Review **RECOVERY CHECKLIST** for each impacted function:
  - ☐ Designate Action Steps required for recovery
  - ☐ Allocate resources (personnel, facilities, technology, etc.) required for recovery
- ☐ Assign a primary and alternate contacts for the recovery of each impacted function

## 2

## CONTACT LISTS

***THIS SECTION CONTAINS...***  
names, addresses, phone numbers  
and email addresses for  
internal and external contacts:

A

Internal Contact List  
*(Employees of the Courts)*

Page  
8

B

External Contact List  
*(Government Agencies, Vendors, etc.)*

Page  
9

### **REMINDER:**

*Employee contact information contained within this section is potentially sensitive and should be kept confidential and distributed only as needed.*

A

## Internal Contact List

(Employees of the Courts)

Name	Home Address	Zip	Home Phone	Cell Phone	Home Email	Work Email	Manager
Finch, Atticus	123 Main St	98765	101.555.9876	101.555.8765	<a href="mailto:atticus.finch@email.com">atticus.finch@email.com</a>	<a href="mailto:atticus.finch@maycomb.gov">atticus.finch@maycomb.gov</a>	NA
Tate, Calpernia	250 1st Ave	98764	101.555.7654	101.555.6543	<a href="mailto:calpurniatate@email.com">calpurniatate@email.com</a>	<a href="mailto:calpurnia.tate@maycomb.gov">calpurnia.tate@maycomb.gov</a>	NA
Radley, Arthur	100 East Elm St	98765	101.555.5432	101.555.4321	<a href="mailto:aradley@email.com">aradley@email.com</a>	<a href="mailto:arthur.radley@maycomb.gov">arthur.radley@maycomb.gov</a>	NA
Robinson, Tom	515 Indiana Ave	98764	101.555.3210	101.555.2109	<a href="mailto:trobenson@email.com">trobenson@email.com</a>	<a href="mailto:tom.robinson@maycomb.gov">tom.robinson@maycomb.gov</a>	Radley, Arthur
Atkinson, Maudie	121 Mayberry Ln	98762	101.555.1098	101.555.0987	<a href="mailto:matkinson@email.com">matkinson@email.com</a>	<a href="mailto:maudie.atkinson@maycomb.gov">maudie.atkinson@maycomb.gov</a>	Tate, Calpernia
Ewell, Mayella Violet	400 Lenovo Ct	98763	101.555.0123	101.555.1234	<a href="mailto:mayella.ewell@email.com">mayella.ewell@email.com</a>	<a href="mailto:mayella.ewell@maycomb.gov">mayella.ewell@maycomb.gov</a>	Radley, Arthur
Ewell, Bob	6700 Dell Way	98762	101.555.2345	101.555.3456	<a href="mailto:bewell@email.com">bewell@email.com</a>	<a href="mailto:bob.ewell@maycomb.gov">bob.ewell@maycomb.gov</a>	Finch, Atticus
Radley, Nathan	90 State Street	98764	101.555.4567	101.555.5678	<a href="mailto:nathanradley@email.com">nathanradley@email.com</a>	<a href="mailto:nathan.radley@maycomb.gov">nathan.radley@maycomb.gov</a>	Finch, Atticus
Finch, Jem	1600 5th St	98762	101.555.6789	101.555.7890	<a href="mailto:jemf@email.com">jemf@email.com</a>	<a href="mailto:jem.finch@maycomb.gov">jem.finch@maycomb.gov</a>	Radley, Arthur
Hancock, Alexandra	500 East Washington Rd	98762	101.555.8901	101.555.9012	<a href="mailto:ahancock@email.com">ahancock@email.com</a>	<a href="mailto:alexandra.hancock@maycomb.gov">alexandra.hancock@maycomb.gov</a>	Finch, Atticus
Finch, Scout	145 State Road 56	98764	101.555.9632	101.555.6321	<a href="mailto:scout@email.com">scout@email.com</a>	<a href="mailto:scout.finch@maycomb.gov">scout.finch@maycomb.gov</a>	Finch, Atticus
Harris, Charles Baker	600 1st Ave	98761	101.555.3214	101.555.2147	<a href="mailto:cbharris@email.com">cbharris@email.com</a>	<a href="mailto:charles.harris@maycomb.gov">charles.harris@maycomb.gov</a>	Tate, Calpernia
David Robinson	505 Indiana Ave	98764	101.555.1478	101.555.7532	<a href="mailto:david.robinson@email.com">david.robinson@email.com</a>	<a href="mailto:david.robinson@maycomb.gov">david.robinson@maycomb.gov</a>	Tate, Calpernia
Heck Tate	1000 8th Ave	98755	101.555.3698	101.555.9514	<a href="mailto:heck.tate@email.com">heck.tate@email.com</a>	<a href="mailto:heck.tate@maycomb.gov">heck.tate@maycomb.gov</a>	Tate, Calpernia
Walter Cunningham	5401 Dell Way	98765	101.555.8521	101.555.8456	<a href="mailto:walterc@email.com">walterc@email.com</a>	<a href="mailto:walter.cunningham@maycomb.gov">walter.cunningham@maycomb.gov</a>	Tate, Calpernia
Helen Robinson	265 Mayberry Ln	98721	101.555.4563	101.555.7541	<a href="mailto:hrobinson@email.com">hrobinson@email.com</a>	<a href="mailto:helen.robinson@maycomb.gov">helen.robinson@maycomb.gov</a>	Tate, Calpernia



## B

## External Contact List

(Government Agencies, Vendors, etc.)

Category	Vendor / Agency	Address	City	ST	Zip	Phone 1	Phone 2	Emergency / After-Hours	Fax	Email	Contact	Notes
Government - City	City Attorney	123 Main St	Maycomb	IN	98765	101.555.9876	101.555.8765	101.555.9876	101.555.8765	<a href="mailto:mary.badham@m">mary.badham@m</a>	Mary Badham	
Government - City	Fire Department Chief	250 1st Ave	Maycomb	IN	98764	101.555.7654	101.555.6543	101.555.7654	101.555.6543	<a href="mailto:phillip.alford@maycomb.gov">phillip.alford@maycomb.gov</a>	Phillip Alford	
Government - City	Mayor	100 East Elm St	Maycomb	IN	98765	101.555.5432	101.555.4321	101.555.5432	101.555.4321	<a href="mailto:john.megna@maycomb.gov">john.megna@maycomb.gov</a>	John Megna	
Government - City	Police Chief	515 Indiana Ave	Maycomb	IN	98764	101.555.3210	101.555.2109	101.555.3210	101.555.2109	<a href="mailto:alice.ghostley@maycomb.gov">alice.ghostley@maycomb.gov</a>	Alice Ghostley	
Government - County	Allen County Commissioners	121 Mayberry Ln	Maycomb	IN	98762	101.555.1098	101.555.0987	101.555.1098	101.555.0987	<a href="mailto:brock.peters@maycomb.gov">brock.peters@maycomb.gov</a>	Brock Peters	
Government - County	Allen County Council, President	400 Lenovo Ct	Maycomb	IN	98763	101.555.0123	101.555.1234	101.555.0123	101.555.1234	<a href="mailto:frank.overton@maycomb.gov">frank.overton@maycomb.gov</a>	Frank Overton	
Government - State	Division of State Court Administration	1600 5th St	Maycomb	IN	98762	101.555.6789	101.555.7890	101.555.6789	101.555.7890	<a href="mailto:estelle.evans@maycomb.gov">estelle.evans@maycomb.gov</a>	Estelle Evans	
Government - State	Homeland Security	500 East Washington Rd	Maycomb	IN	98762	101.555.8901	101.555.9012	101.555.8901	101.555.9012	<a href="mailto:richard.hale@maycomb.gov">richard.hale@maycomb.gov</a>	Richard Hale	
Services - Interpreting	League for the Blind & Disabled	145 State Road 56	Maycomb	IN	98764	101.555.9632	101.555.6321	101.555.9632	101.555.6321	<a href="mailto:james.anderson@maycomb.gov">james.anderson@maycomb.gov</a>	James Anderson	
Services - Utilities	Central Security & Communications	600 1st Ave	Maycomb	IN	98761	101.555.3214	101.555.2147	101.555.3214	101.555.2147	<a href="mailto:collin.wilcox@maycomb.gov">collin.wilcox@maycomb.gov</a>	Collin Wilcox	
Services - Utilities	City Utilities	505 Indiana Ave	Maycomb	IN	98764	101.555.1478	101.555.7532	101.555.1478	101.555.7532	<a href="mailto:william.windom@maycomb.gov">william.windom@maycomb.gov</a>	William Windom	
Services - Utilities	Acme Pest Control	1000 8th Ave	Maycomb	IN	98755	101.555.3698	101.555.9514	101.555.3698	101.555.9514	<a href="mailto:paul.fix@maycomb.gov">paul.fix@maycomb.gov</a>	Paul Fix	
Services - Utilities	Indiana Power	5401 Dell Way	Maycomb	IN	98765	101.555.8521	101.555.8456	101.555.8521	101.555.8456	<a href="mailto:david.crawford@maycomb.gov">david.crawford@maycomb.gov</a>	David Crawford	
Supplies - Office	Maycomb Business Machines	265 Mayberry Ln	Maycomb	IN	98721	101.555.4563	101.555.7541	101.555.4563	101.555.7541	<a href="mailto:dan.white@maycomb.gov">dan.white@maycomb.gov</a>	Dan White	
Supplies - Office	Maycomb County Office Supplies	125 Mayberry Ln	Maycomb	IN	98755	101.555.1098	101.555.0987	101.555.1098	101.555.0987	<a href="mailto:crahan.denton@maycomb.gov">crahan.denton@maycomb.gov</a>	Crahan Denton	
Supplies - Office	Maycomb County Printing	1705 5th St	Maycomb	IN	98765	101.555.0123	101.555.1234	101.555.0123	101.555.1234	<a href="mailto:steve.condit@maycomb.gov">steve.condit@maycomb.gov</a>	Steve Condit	
Technology	Maycomb Systems	615 Lenovo Ct	Maycomb	IN	98721	101.555.2345	101.555.3456	101.555.2345	101.555.3456	<a href="mailto:kim.hamilton@maycomb.gov">kim.hamilton@maycomb.gov</a>	Kim Hamilton	

# 3

## FUNCTIONS

### ***THIS SECTION CONTAINS...***

lists of functions  
grouped by prioritized recovery times:

A

1 DAY  
Functions

Page  
11

B

1 WEEK  
Functions

Page  
12

C

1 MONTH  
Functions

Page  
13

A

## 1 DAY Functions

*This Plan was developed in preparation for the recovery of the following functions within 1 DAY*

Department	Function	Owner
Circuit Court	<b>Felony Warrants</b>	Atticus Finch
Circuit Court	<b>Probable Cause</b>	Atticus Finch
Circuit Court	<b>Arraignments</b>	Atticus Finch
Superior Court	<b>Protection orders</b>	Calpurnia Tate
Superior Court	<b>Mental Health Commitment Hearings</b>	Arthur Radley

**B****1 WEEK  
Functions**

*This Plan was developed in preparation for the recovery of the following functions within 1 WEEK*

Department	Function	Owner
Circuit Court	<b>Sentencing</b>	Atticus Finch
Circuit Court	<b>Bond Hearings</b>	Atticus Finch
Superior Court	<b>Preliminary Injunctions</b>	Calpurnia Tate
Superior Court	<b>Custody Motions/Hearings</b>	Calpurnia Tate
Clerk	<b>Record of Judgements &amp; Orders</b>	Arthur Radley

C

**1 MONTH  
Functions*****This Plan DOES NOT address the recovery of the following functions***

Department	Function	Owner
Clerk	<b>Scheduling</b>	Arthur Radley
Clerk	<b>Front Desk Operations</b>	Arthur Radley
Clerk	<b>Finance - Bookkeeping</b>	Arthur Radley
Superior Court	<b>Trials</b>	Atticus Finch

# 4

## RECOVERY CHECKLISTS

### ***THIS SECTION CONTAINS...***

procedures for recovering the following  
1-Day and 1-Week Functions:

#### **1-Day Functions**

Felony Warrants &  
Probable Cause

15

Arraignments

17

Protection Orders

19

Mental Health  
Commiment Hearings

21

#### **1-Week Functions**

Sentencing &  
Bond Hearings

23

Prelim  
inary  
Injunctions

25

Custody Motions /  
Hearings

27

Records of Judgements  
& Orders

29

## FUNCTION OVERVIEW

**RECOVERY CHECKLIST**  
Felon Warrants & Probable Cause**1**  
**DAY****Recovery Strategy**

Felony Warrants & Probable Cause will be recovered by relocating one judge to an alternate facility and using onsite computer, phone and printer to restore the function. Maycomb County law enforcement will be notified of temporary revised procedures once function is recovered.

**Owner:****Atticus Finch****SUPPORTING RESOURCES**

*The following resources are necessary to recover the function(s) above.*

Personnel	Facilities	Software	Communication Technology	External Services	Vital Records	Specialized Equipment
Atticus Finch	<b><u>Number of seats</u></b>	NONE	Phone	LexisNexis	Maycomb County	NONE
Calpurnia Tate	1		Email	Westlaw	Court Rules	
	<b><u>Primary</u></b>					
	Maycomb County Jail					
	<b><u>Secondary</u></b>					
	Harper Law Offices					

## RECOVERY CHECKLIST

### Felony Warrants & Probable Cause

1  
DAY

Check the numbered steps that are required due to the nature of the disruption.



#### TASK

STEP 1



#### PERSONNEL

- ☐ Identify personnel from list above who will be responsible for recovering the function

STEP 2



#### FACILITIES

- ☐ Relocate to directed alternate location
- ☐ Locate office space with furnishings, phone & computer

STEP 3



#### COMMUNICATION TECHNOLOGY

- ☐ Re-route office phone(s)
- ☐ Establish connection with court email system via network or webmail
- ☐ Verify ability to contact other available staff attorneys listed above and record contact info

STEP 4



#### EXTERNAL SERVICES

- ☐ Establish connection with *LexisNexis* and/or *Westlaw*
- ☐ ALTERNATE: Use Westlaw account number to create a new account

STEP 5



#### VITAL RECORDS

- ☐ Verify availability of *Maycomb County Court Rules* (online or hardcopy)

STEP 6



#### RESUME FUNCTION

- ☐ Contact sheriff's office to alert them of new contact information and procedures.



## FUNCTION OVERVIEW

# RECOVERY CHECKLIST

1  
DAY

Recovery Strategy

To Be Determined...

Owner:

Atticus Finch

## SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

### Personnel

TBD  
TBD

### Facilities

#### Number of seats

TBD

#### Primary

TBD

#### Secondary

TBD

### Software

TBD  
TBD

### Communication Technology

TBD  
TBD

### External Services

TBD  
TBD

### Vital Records

TBD  
TBD

### Specialized Equipment

TBD  
TBD

## RECOVERY CHECKLIST

### Arraignments

1  
DAY

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



#### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



#### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



#### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



#### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



#### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



#### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



#### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



#### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

## FUNCTION OVERVIEW

# RECOVERY CHECKLIST

1  
DAY

Recovery Strategy

To Be Determined...

Owner:

Calpurnia Tate

## SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

### Personnel

TBD  
TBD

### Facilities

#### Number of seats

TBD

#### Primary

TBD

#### Secondary

TBD

### Software

TBD  
TBD

### Communication Technology

TBD  
TBD

### External Services

TBD  
TBD

### Vital Records

TBD  
TBD

### Specialized Equipment

TBD  
TBD

# RECOVERY CHECKLIST

## Protection Orders

1  
DAY

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

## FUNCTION OVERVIEW

### RECOVERY CHECKLIST

Mental Health Commitment Hearings

1  
DAY

Recovery Strategy

To Be Determined...

Owner:

Arthur Radley

### SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

Personnel	Facilities	Software	Communication Technology	External Services	Vital Records	Specialized Equipment
TBD	<u>Number of seats</u>	TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD	TBD	TBD
	<u>Primary</u>					
	TBD					
	<u>Secondary</u>					
	TBD					

# RECOVERY CHECKLIST

## Mental Health Commitment Hearings

1  
DAY

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

# FUNCTION OVERVIEW

Sentencing

## RECOVERY CHECKLIST & Bond Hearings

1  
WEEK

Recovery Strategy

To Be Determined...

Owner:

Atticus Finch

### SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

Personnel

TBD  
TBD

Facilities

Number of seats

TBD

Primary

TBD

Secondary

TBD

Software

TBD  
TBD

Communication  
Technology

TBD  
TBD

External Services

TBD  
TBD

Vital Records

TBD  
TBD

Specialized  
Equipment

TBD  
TBD

# RECOVERY CHECKLIST

## Sentencing & Bond Hearings

1  
WEEK

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined



# FUNCTION OVERVIEW

Preliminary

## RECOVERY CHECKLIST

y Injunctions

1  
WEEK

Recovery Strategy

To Be Determined...

Owner:

Calpurnia Tate

### SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

Personnel

TBD  
TBD

Facilities

Number of seats

TBD

Primary

TBD

Secondary

TBD

Software

TBD  
TBD

Communication  
Technology

TBD  
TBD

External Services

TBD  
TBD

Vital Records

TBD  
TBD

Specialized  
Equipment

TBD  
TBD

# RECOVERY CHECKLIST

## Preliminary Injunctions

1  
WEEK

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

## FUNCTION OVERVIEW

Custody

## RECOVERY CHECKLIST

Motions / Hearings

1  
WEEK

Recovery Strategy

To Be Determined...

Owner:

Calpurnia Tate

### SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

#### Personnel

TBD  
TBD

#### Facilities

##### Number of seats

TBD

##### Primary

TBD

##### Secondary

TBD

#### Software

TBD  
TBD

#### Communication Technology

TBD  
TBD

#### External Services

TBD  
TBD

#### Vital Records

TBD  
TBD

#### Specialized Equipment

TBD  
TBD

# RECOVERY CHECKLIST

## Custody Motions / Hearings

1  
WEEK

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

## FUNCTION OVERVIEW

Records of

## RECOVERY CHECKLIST

Judgements & Orders

1  
WEEK

Recovery Strategy

To Be Determined...

Owner:

Arthur Radley

### SUPPORTING RESOURCES

*The following resources are necessary to recover the function(s) above.*

#### Personnel

TBD  
TBD

#### Facilities

##### Number of seats

TBD

##### Primary

TBD

##### Secondary

TBD

#### Software

TBD  
TBD

#### Communication Technology

TBD  
TBD

#### External Services

TBD  
TBD

#### Vital Records

TBD  
TBD

#### Specialized Equipment

TBD  
TBD

# RECOVERY CHECKLIST

## Records of Judgements & Orders

1  
WEEK

Check the numbered steps that are required due to the nature of the disruption.



TASK

STEP 1



### PERSONNEL

- ☐ To Be Determined
- ☐ To Be Determined

STEP 2



### FACILITIES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 3



### SOFTWARE

- ☐ To Be Determined
- ☐ To Be Determined

STEP 4



### COMMUNICATION TECHNOLOGY

- ☐ To Be Determined
- ☐ To Be Determined

STEP 5



### EXTERNAL SERVICES

- ☐ To Be Determined
- ☐ To Be Determined

STEP 6



### VITAL RECORDS

- ☐ To Be Determined
- ☐ To Be Determined

STEP 7



### SPECIALIZED EQUIPMENT

- ☐ To Be Determined
- ☐ To Be Determined

STEP 8



### RESUME FUNCTION

- ☐ To Be Determined
- ☐ To Be Determined

## APPENDICES

### ***THIS SECTION CONTAINS...***

additional documentation addressing specific needs and or threats:

**A**

**Flood Checklist**

Page  
22

# APPENDICES



**Contact your local flood plain administrator before making any permanent repairs to your home. Although, you can remove drywall and insulation, before repairing the damage you should contact the local administrator for the necessary permits.**

## What to Do After a Flood or Flash Flood

- **If injured, seek necessary medical care at the nearest hospital or clinic.** Contaminated flood waters lead to a greater possibility of infection. Severe injuries will require medical attention.
- **Help a neighbor who may require special assistance—infants, elderly people, and people with disabilities.** Elderly people and people with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations.
- **Avoid disaster areas.** Your presence might hamper rescue and other emergency operations, and put you at further risk from the residual effects of floods, such as contaminated waters, crumbled roads, landslides, mudflows, and other hazards.
- **Continue to listen to a NOAA Weather Radio or local radio or television stations and return home only when authorities indicate it is safe to do so.** Flood dangers do not end when the water begins to recede; there may be flood-related hazards within your community, which you could hear about from local broadcasts.
- **Stay out of any building if flood waters remain around the building.** Flood waters often undermine foundations, causing sinking, floors can crack or break and buildings can collapse.
- **Avoid entering ANY building (home, business, or other) before local officials have said it is safe to do so.** Buildings may have hidden damage that makes them unsafe. Gas leaks or electric or waterline damage can create additional problems.
- **Report broken utility lines to the appropriate authorities.** Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury. Check with your utility company now about where broken lines should be reported.
- **Avoid smoking inside buildings.** Smoking in confined areas can cause fires.
- **When entering buildings, use extreme caution.** Building damage may have occurred where you least expect it. Watch carefully every step you take.
  - **Wear sturdy shoes.** The most common injury following a disaster is cut feet.
  - **Use battery-powered lanterns or flashlights when examining buildings.** Battery-powered lighting is the safest and easiest, preventing fire hazard for the user, occupants, and building.
  - **Examine walls, floors, doors, staircases, and windows to make sure that the building is not in danger of collapsing.**
  - **Inspect foundations for cracks or other damage.** Cracks and damage to a foundation can render a building uninhabitable.
  - **Look for fire hazards.** There may be broken or leaking gas lines, flooded electrical circuits, or submerged furnaces or electrical appliances. Flammable or explosive materials may travel from upstream. Fire is the most frequent hazard following floods.
  - **Check for gas leaks.** If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
  - **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice. Electrical equipment should be checked and dried before being returned to service.
  - **Check for sewage and waterline damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water from undamaged water heaters or by melting ice cubes.
  - **Watch out for animals, especially poisonous snakes, that may have come into buildings with the flood waters.** Use a stick to poke through debris. Flood waters flush snakes and many animals out of their homes.
  - **Watch for loose plaster, drywall, and ceilings that could fall.**